30 July 2009

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Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty
New York, 24-25 September 2009

Information for Participation by Non-Governmental Organizations at the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty

1. Date and Place

The Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called "the Conference") will be held from 24-25 September 2009, at the United Nations Headquarters in New York.

2. Opening of the Conference

The opening of the Conference is planned to take place at 9 a.m. on Thursday, 24 September 2009. The Conference room venue and other details regarding the opening of the Conference will be announced in the UN Journal.

3. Provisions for the attendance of non-governmental organizations

Non-governmental organizations (NGOs) that wish to attend the Conference may apply to the Secretariat of the Conference. Permission to attend will be granted on the decision of the Conference. Pursuant to rule 43 of the draft rules of procedure (CTBT-Art.XIV/2009/1), such an NGO shall be entitled to attend open meetings of the Conference, to receive upon request the documents of the Conference and to make available at its own cost written contributions on matters under consideration by the Conference. At the invitation of the President of the Conference, a representative chosen by NGOs attending the conference from among their number would be allowed to address the Conference under the agenda item allocated for this purpose (item 15 of the draft provisional agenda, CTBT-Art.XIV/2009/2/Rev.1).

NGOs, irrespective of whether their representatives have valid United Nations ground passes, are requested to submit a written application for accreditation that must include the following:

- A letter written on an organizational letterhead signed by the head of the organization requesting attendance at the Conference. This letter should

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include the composition of the delegation (list of full names and date of birth) and an overview of past interactions, if any, between the organization and the United Nations, particularly in relation to disarmament and non-proliferation. Such interaction may also include affiliation with the Department of Public Information (DPI), or consultative status with the Economic and Social Council (ECOSOC). The letter should indicate whether it is the first time that the NGO requests accreditation to participate in a meeting at the United Nations.

- A mission statement or summary of work that includes information on the organization's purpose, programmes and activities related to the scope of the Conference. This information should not exceed two pages in length.

The written application for accreditation should be received no later than 28 August 2009 by the Secretariat of the Conference c/o Ms. Soo-Hyun Kim, Information and Outreach Branch, Office for Disarmament Affairs, Room S-3151E, United Nations, New York, N.Y. 10017, USA, Fax: +1 917 367 5369. Accreditation received by fax will be considered provisional until the signed letters are received by mail. Please bear in mind that, due to enhanced security procedures, the names submitted will not be eligible for later revision. Therefore, it is advised that organizations submit the composition of their delegation only after careful review.

On the basis of this information, the Secretariat will prepare a list of NGOs for a decision on participation by the Conference. NGOs will be notified by e-mail on 4 September 2009 as to whether their documentation was received in order and whether the name of their organization will be included in the list for submission to the Conference. Such notification will be deemed as provisional accreditation and each member of the NGO's delegation must produce this notification during the registration process.

4. Registration and Issuance of Identification Badges

Security regulations in force require that all participants be registered and have a valid grounds pass plus any additional security badges that may be required in order to access the United Nations Headquarters building and the Conference rooms.

Procedures for registration and the issuance of identification will be posted on the websites of UN ODA (http://www.un.org/disarmament) and the CTBTO Preparatory Commission (http://www.ctbto.org), as soon as available.

5. Documentation

Copies of official documents and statements will be made available to NGO representatives attending the session and will also be posted on the websites of UNODA (http://www.un.org/disarmament) and the CTBTO Preparatory Commission (http://www.ctbto.org), as soon as available.

6. Availability of NGO documents and material to delegations

NGOs may display their documents and other information materials on a table located outside the conference room. It is kindly requested that one copy of each of those documents and materials be provided to the Secretariat prior to their being placed on the tables.

7. NGO presentation

Without prejudice to a decision by the States as to the timetable of the Conference, it is expected that one statement on behalf of NGOs will be made on Friday, 25 September 2009, during the afternoon session from 3 to 6 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representative will address the Conference. It would be appreciated if the designated NGO coordinator would provide a set of 10 copies of the presentation to Ms. Soo-Hyun Kim of UNODA, no later than 23 September 2009.

8. NGO contact persons

The Secretariat has been informed that the following is the NGO point of contact in connection with NGO participation in the Conference:

Ms. Ray Acheson
NGO Coordinator
Reaching Critical Will
777 UN Plaza, 6th Floor
New York, NY 10017, USA
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9. Letters of invitation and visas

The United Nations Office for Disarmament Affairs is not in a position to provide letters of invitation and letters to consulates requesting that NGO representatives be provided visas for travelling to the United States in order to attend the Conference. The procurement of visas, travel arrangements and related costs are strictly the responsibility of the NGO representatives. It is important that NGO representatives make their visa and travel arrangements at their earliest possible convenience.